

The **Parks and Recreation Board** met Monday, January 25, 2016, 4:30 pm, at the Parks Office. Present at said meeting were Pat Flannelly, Karen Springer, Linda Eales, Jeff Love and Park Board Attorney, Andy Gutwein. Jan Fawley, Pennie Ainsworth, Jon Munn, Chris Foley, Bess Witcosky, Dan Dunten and Cheryl Kolb represented the department. Mayor John Dennis also attended. Absent was Park Board member, John MacDonald.

Pat convened the Board at 4:34 pm.

Mayor Dennis began the meeting by swearing in Linda Eales to the Park Board, with appointment through December 31, 2019.

Retroactive, Mayor Dennis noted the reappointment of John MacDonald to the Park Board through December 31, 2018.

### **Consent Agenda Items**

**Minutes** – provided online initially, then at meeting

### **Staff Management Report**

- **Upcoming Program Dates:**

- 1/23: 2<sup>nd</sup>/3<sup>rd</sup> grade basketball @ Cumberland
- 1/25: Parks Board Meeting, 4:30 p.m.
- 2/1: City Summit/City Council Meeting @ 6:30 p.m., Morton Center
- 2/5: Dare to Bear @ Riverside Skating Center
- 3/6: Riverside Skating Center to close for the season

- **Pennie Ainsworth, Assistant Superintendent's Report**

- The Indiana Park and Recreation Association's annual conference was held in Bloomington, January 13-15. I attended several good educational sessions. At the IPRA banquet, I received the Association's Distinguished Life Member Award. I have been an active IPRA member for 41+ years so it was a very nice to be honored by my fellow Parks and Recreation professionals.
- The Global Fest Committee has been meeting to determine a new direction for the event. The group has investigated many different options over several months. Our next Global Fest planning committee meeting is Friday, January 22.
- The Parks and Recreation department received a \$2,000 donation from Arni's Restaurants. Brad Cohen presented the check to be used for improvements to the Arni Cohen softball fields. Arni Cohen was an avid player and team sponsor for our adult softball league.
- We are requesting bids for concrete work for 18 pads next to existing benches and 3 pads for new grills to comply with the ADA requirements. Community Development Block Grant (CDBG) Funds have been allocated to pay for this work.

- **Chris Foley, Recreation Director's Report:**

- The 2<sup>nd</sup> & 3<sup>rd</sup> Grade basketball program will play their first games at Cumberland School on Saturday, Jan 23. 95 children are participating in this program coordinated by Chrissy Whiteaker. The
- Riverside Skating Center the recent colder weather is much better for the ice rink. The rink did closed for a few days due to rain and frigid temperatures.
- The first One-day Learn to skate clinic was held on January 9. 21 people participated in this one-day skate lesson clinic.
- Group Ice skating lessons will begin on January 16 with 69 children registered. The three (3) week lessons will continue through January 30.
- The Center's annual Dare to Bear will be held Friday, Feb. 5 from 7-8:30 pm. Brave skaters will make laps around the ice rink in their bathing suits or costumes.

- **Bess Witcosky, Morton Center Director:**

- Morton classes are off to a good start! The new classes and instructors are very popular and seeing good registrations. Of note- Dance Fit with Van Stokes, Intro to Metal Smithing with Julie Bunch, and the Niches workshops. The Yoga program is also very popular as usual.
- Morton is looking to partner with the Boiler Green Initiative to create a Rain Garden off of Morton's parking lot. More details will be available in February.
- The Morton part time staff is working on populating a variety of community calendars with Parks Department special events, Morton workshops, and classes.

- **Jon Munn, Parks Director Report:**

- Trail and Playground inspections have been completed and are on file.
- During trail inspections a large amount of debris was located on the Fishtail Trail. I contacted Wabash Valley Alliance because it appeared to be related to a homeless camp. It was determined that no persons were sleeping in the area. WLPD checked out the scene and the parks crew cleaned up the mess.
- The lattice fencing at the community garden was damaged by the wind so the parks crew removed the lattice and left it stacked behind the garden shed. We are working with the gardeners to make improvements to the compost bin area in the spring.
- Attended Board of Works meeting 12/29/15.
- Replaced 3 tires on Parks Jeep Cherokee.
- Performed oil leak clean up at Morton Center parking lot.
- Cleaned up extensive flooding debris at Mascouten and Tapawingo Parks.
- Performed plumbing maintenance at Morton Center, leaking toilet and sink.
- Made repairs to both Kilns at Morton pottery studio.
- Received new Tool cat from Bobcat Lafayette.
- Have been communicating with spring boards and more about diving board resurfacing. The boards are crated up and ready for shipment.

- We continue to add stone along trail edges for erosion control at Tapawingo and Happy Hollow Parks.
- Sterilized floor with a mold preventer of art classroom Morton Center.
- Made repairs to broken ice skates.
- Made repairs to outside air handler unit at Parks Service Center.
- We have had 2 snow removal events and things have gone smoothly.
  
- We have removed several of the trees designated for removal at the house demo site at Kalberer and Salisbury Street.
- Attended preliminary meeting for the trail construction of Kingston trail.
- We are experiencing some plumbing issues with toilet and sink drains at Tom's Happy Hollow residence. Tom is trying to resolve but we may need to contact a drain specialist.
- Installed plywood cover over public art chalkboard at Rubia Flower market.
- Meeting with Artisan Electric today to estimate cost of lighting the new Art/sign at the entrance to the Celery bog Park.
- Rearranged some of the barn storage so that we can help with some storage space for a couple pieces of equipment for the Street Dept. and Wastewater Dept.
- We have spent some time on routine maintenance of equipment related to snow removal equipment.
  
- **Dan Dunten, Stewardship Director's Report**
  - **Job Description Changes:** To help facilitate a smooth transition with responsibilities at the Celery Bog Nature Area I met with various volunteers and a county Parks & Recreation staff member. There are additional tasks that I will now be taking over and I wanted to get input from as many people as possible. More meetings and brainstorming sessions are planned for the future.
  - **Indiana Parks and Recreation Association Conference:** I was asked to serve on the planning committee for this conference, which was held January 13 – 15 in Bloomington. We heard several positive comments on the educational seminars and overall schedule. I served as the coordinator for a new event for new members, plus assisted with many other functions at conference.
  
- **Janet Fawley, Park Superintendent's Report:**
  - Celery Bog Nature Area Sign/Public Art (RDC) Artist installed during holidays; lighting yet to be completed.
  - Worked with Stormwater Manager Michael Susong et al to prepare IPRA presentation on Stormwater Management for IPRA State Conference. Presentation made at State Conference.
  - Key administrative staff attended IPRA State Conference. Very positive and informative conference.

- Worked with staff of Parsons Brinkerhoff re Kingston Trail on several occasions. Latest meeting included WLSCS staff Bob Troyer regarding need for ROW's for trail in front of Happy Hollow School.
- Completed 2015 Annual Report
- Additional discussions held regarding the WREC Central Reach Vision
- KaBoom Webinar viewed for Kiwanis Playground at Cumberland Park
- Phone Conference w/ Ryan Cambridge of BDMD + additional Purdue Landscape Architecture Students that will be helping with Master Plan.
- Questionnaire is 95% complete... yet to finalize for distribution.

- **Larger Projects to be completed this year:**

- New Curtains at Multi-Purpose Room at Morton Center
- Replace Chevy Venture and truck
- Purchase a "batwing" Mower and Bark Blower
- Happy Hollow Playground
- Kiwanis Playground at Cumberland Park
- Purchase trail counter system; get trail use figures in master plan

2015 Projects below in various stages towards completion:

- Morton Center Mirrors for Rooms 202 & 206 (NRO Fund)
- ADA Work @ Tapawingo (RDC Funds)
- Happy Hollow Ravine Trail (RDC Funds) Work
- Celery Bog Nature Area Sign/Public Art (RDC) Artist installed during holidays; lighting yet to be installed
- HH Maintenance Building-Modine Heater (CCD fund) New heater received; yet to be installed.

**Claims** – provided online initially, then at meeting

Karen motioned to approve the above Consent Agenda items as presented. Linda seconded the motion and the motion carried.

## **Old Business**

### **Agreement w/Browning Day Mullins Dierdorf**

Jan noted we signed their letter of agreement, and now that the City has their budget for 2016, we are able to sign our agreement. Andy noted a few minor changes, one being the "estimated sum of \$40,000.00", will be changed to read "the sum of \$40,000.00. Another item is the insurance amount of \$2,000,000.00 they offered, which will be changed to \$3,000,000.00 for insurance. There is one reference of the City in Article 8, which will be changed to Parks Board. Discussion followed. Jeff motioned to approve the agreement as presented with pending changes. Linda seconded the motion, and the motion carried.

### **2016 Parks and Recreation Master Plan Feedback Survey**

Jan reported she and Dan have been working to finalize the survey, and it is ready to go. The survey is digital and will also be accessible by using a QR code. There will also be hard copies available at various locations.

### **New Business**

#### **Election of Officers**

The slate of officers for the next two years was presented:

Karen Springer – President  
Linda Eales – Vice President  
Jeff Love – Secretary

Pat motioned to approve the slate of officers as presented. Linda seconded the motion, and the motion carried.

Karen, as newly elected President, continued the meeting.

#### **Smoke-Free Policy for Parks**

Pennie presented information requesting to seek approval for having all park properties smoke-free/tobacco-free/vapor-free properties. It was noted an Ordinance will most likely be necessary for enforcement. Discussion followed. The consensus of the Board was in favor of the proposal. Pennie noted she would continue to look into the necessary steps needed for the Ordinance to be in place and report to the Board later.

#### **Cell Phone Allowance**

Jan provided information pertaining to a line item pursued and listed in the budget for 2016, which would provide a stipend of \$20.00-\$25.00/monthly for employee's use of their personal phones for work-related business. Jan noted she will need to speak to the controller about documentation and the best way to handle this. Currently, other departments are not doing this, so we would be opening the door with this procedure.

#### **West Lafayette School Board – Karen reported on the following:**

Beginning last year, Cumberland teacher, Maggie Samudio's second graders began a campaign to have the Say Firefly declared the state insect of Indiana. Indiana is one of three states without a state insect. Today, Mrs. Samudio and students travelled to Indianapolis and made a presentation to the Natural Resources Committee. State Representatives, Sheila Klinker and Randy Truitt introduced the students. The students had also prepared information packets for each committee member. I was able to watch the proceedings live on the computer. It was all very impressive.

**Wabash River –** Jan reported they haven't met since our last meeting. There was an in depth meeting previously showing an extensive look at the concept/ideas for the downtown park, which would encompass Lafayette, West Lafayette and the river area. Discussion followed.

**Public Comment**

Jan shared information received from Joe Ely, wrote saying how grateful he was for how clear the trails were after the last snow. He ran fourteen miles this past weekend and was very impressed that he did not have to deal with any ice, noting he was very thankful to the staff.

**Other**

Jan reported Pennie received a Distinguished Life Member Award from the Indiana Parks and Recreation Association at the State Conference held earlier this month in Bloomington. Also reported, Sam Postlethwait and Zhonda Bryant will be recognized for their volunteer efforts on February 1 at the City Summit meeting.

We also gave a Stormwater Management Presentation at the IPRA meeting. We didn't have as big of a crowd as we would have liked, but it was still good.

**Adjourn**

Linda motioned to adjourn the meeting. Pat seconded the motion, and the meeting adjourned at 5:11 pm.

**Next Meeting Date**

The next Park Board meeting will be Monday, February 22, 2016 at West Lafayette Parks Office.

---

Presiding Officer

*File: Cheryl/2016ParkBoardMinutes/Minutes#01/January2016*

---

Secretary